

### III. PROCEDURE FOR OBTAINING PERMISSION TO WORK IN CITY STREETS

Except for emergencies (see Section VIII)

All persons performing work within the street right-of-way (except as discussed in II-F) must obtain approval to partially or completely restrict any city street, sidewalk, or alley. Such restrictions include partial or full lane closures, parking restrictions, sidewalk closures, detours, complete street closures, shoulder work, and pedestrian rerouting, as well as the placing of building materials or equipment on city streets, sidewalks, or alleys. Persons performing any work which results in such restrictions shall notify the Engineering Department, Transportation Division at (684-5087), located on the 7th floor of the Seattle Municipal Building. If the work to be performed involves the issuance of a permit, the Street Use Division will perform this function. Street Use Division personnel will be responsible for routing the permit to all affected city departments and will also be responsible for contacting all governmental agencies. Board of Public Works contracts do not require further permits, however, notification must be given to the Transportation Division for partial or full street closures.

The intent of this notification process is to provide for emergency response access, avoiding the conflict of two or more agencies from performing work in the same place at the same time and to monitor and assist construction and maintenance activities on the street right-of-way which impacts vehicular and pedestrian movement.

An Agency/Contractor applying for a street use permit must first submit and receive approval of a traffic control plan by the Traffic Engineer prior to com-mencement of the work. Traffic control plans will be required when:

- a) the project will involve a complete arterial street closure or a detour; or
- b) moving traffic lanes will be closed during peak hours (6:00 - 9:00 A.M. and 3:00 - 6:00 P.M. in the Central Business District, and 7:00 - 9:00 A.M. and 4:00 - 6:00 P.M. elsewhere); or
- c) other special circumstances exist as determined by the City Traffic Engineer.

Advance notice to the Street Use Division shall be made before any work will be allowed in the street right-of-way as indicated below:

24 hours for: 1) Partial closure of any arterial street  
2) Complete closure of any local access street, alley or sidewalks.

48 hours for: 1) Parking Restrictions

72 hours for: 1) Complete closure of any arterial street

Metro Transit shall be notified by the contractor at least 48 hours in advance of any construction that may disrupt transit service (684-2732)

The permit when required shall be displayed at the job site at all times.